

# Small Business Administration (Houston)

## Annual Small Business Awards and Celebration!!

Celebrate awesome small businesses, and those that help them, with  
the Houston SBA!

We will celebrate **all week May 5- May 11, 2019**



### Why do we do it?

The President asked us to! The SBA works hard all year for the American economy and society, so when the President designates one week each year as National Small Business Week, the SBA district offices host special events to honor and present awards to local entrepreneurs – some of which go on to be recognized nationally!

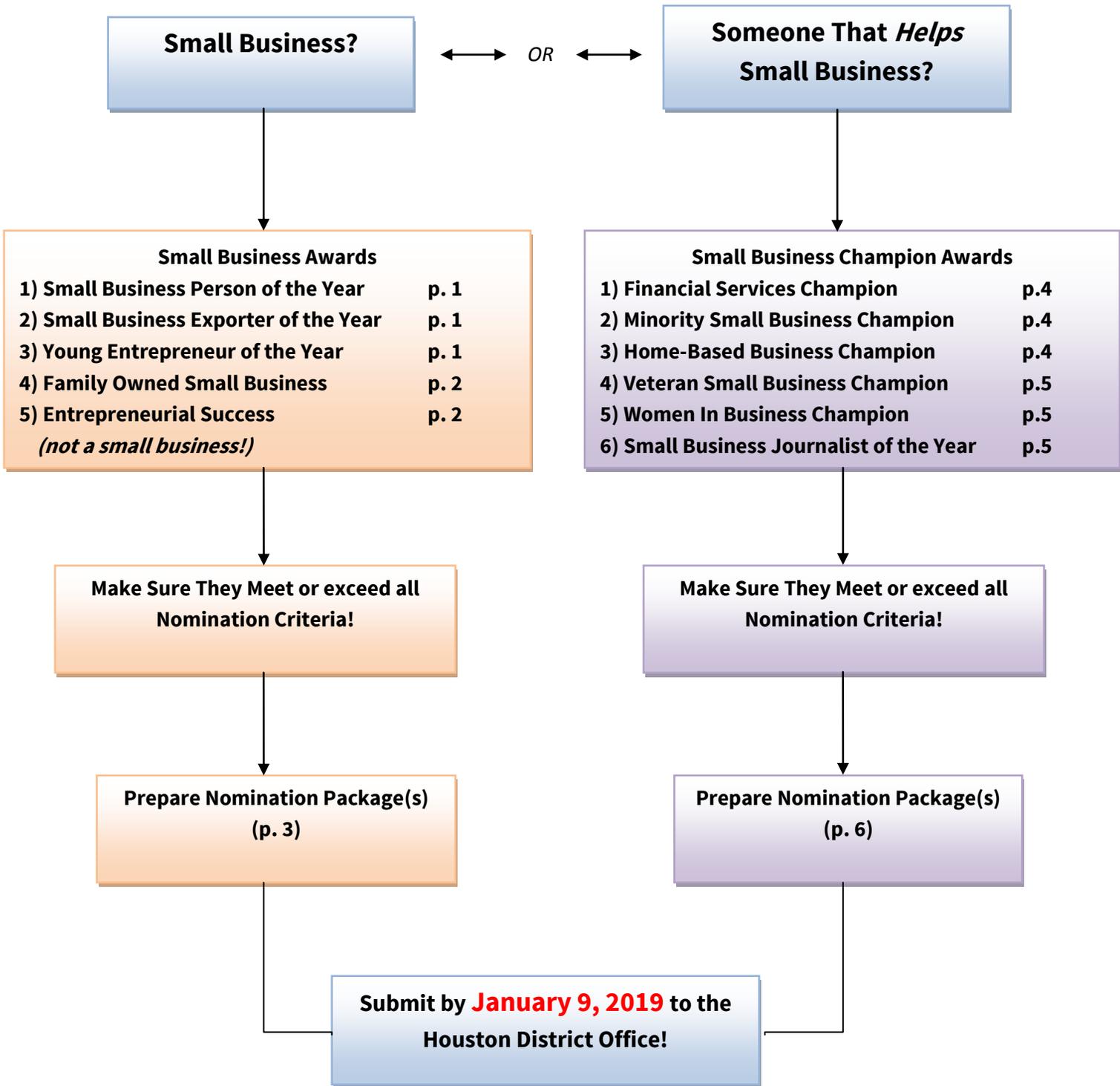
### Get Involved!

We are always looking for great candidates for our awards. Individuals may self-nominate, or if you are with an organization that assists small businesses in the U.S., you may submit nominations! But choose carefully - individuals may not be nominated for more than one award category. If you are an SBA employee, you cannot submit nominations.



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# How Does It Work?



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# I. Small Business Award Criteria

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## *Small Business Person of the Year*

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This award honors the nominees with the **best overall success in business** as well as contributions to their local communities. Nominees should be **principal owner for three years** and have received **one type of SBA assistance**, i.e. SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, Veteran’s Business Outreach Center (VBOC) assistance, Women’s Business Center (WBC), Emerging Leaders.

1. Staying power — a substantiated history as an established business; including but not limited to expansion, addition of territories, growth in square footage occupied, or exporting;
2. Growth in number of employees — Increases over the three years;
3. Increase in sales, net profit, and net worth for the three prior calendar years, that is, 2015, 2016 and 2017;
4. Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them; and
5. Contributions to community-oriented projects — evidence of the use of personal time and resources towards community-oriented projects.

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## *Small Business Exporter of the Year*

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Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets. Nominees should and have **received one type of SBA assistance**.

1. Increased sales, profits and/or growth of employment because of exporting. Clearly articulate what exporting has meant to the company (e.g. exports as a percentage of sales, jobs created by exporting, etc.);
2. Creative overseas marketing strategies, exporting history, and current export markets;
3. Effective solutions to export-related problems, including trade financing, payment, and currency issues, market-entry and logistical challenges, cultural differences, etc.;
4. Demonstrated encouragement of other small businesses to export and/or volunteer assistance to other small businesses entering the export market; and
5. Effective use of Federal and/or State government trade promotion or financing programs.

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## *Young Entrepreneur of the Year*

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To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2019. Nominees should and have **received one type of SBA assistance**.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee’s business.
3. Development and/or utilization of innovative or creative business methods.



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4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

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### ***Family-Owned Small Business of the Year***

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This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with **at least a 15-year track record**. Nominees should and have **received one type of SBA assistance**.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

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### ***Entrepreneurial Success Award***

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Individuals must own and operate businesses initially launched as a small business according to SBA size standards and subsequently **developed into large businesses**; and they must have **received SBA assistance to help the businesses grow**.

1. Staying power — a substantiated history as an established business; including:
  - a. Number of years in business; minimum three years.
  - b. Sustained expansion, addition of territories, growth in square footage occupied.
  - c. Steady growth in net worth as evidenced by total assets less total liabilities on last three years balance sheets for 2015, 2016 and 2017.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
  - a. Sustained over a minimum of three years.
  - b. Increase over the three years must be in excess of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years. Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for these years
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
  - a. Profit-and-loss statements for the last three years, reflecting sustained upward growth.
  - b. Balance sheets for the last three years showing consistent increase in net worth and/or partners' return.
5. SBA Assistance – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which it was received.



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## II. What is Included in a Small Business Award Nomination?

Incomplete nomination packages will not be considered... so be sure to complete everything!

A complete nomination package will include:

**1) FORM REQUIRED FOR ALL CATEGORIES:**

- a. A completed background form (**SBA Form 3300, Award Nomination Background Form**) available online <https://www.sba.gov/nsbw>. For “team” nominations, a background form is required for each team member.

**2) ADDITIONAL FORM REQUIRED BASED ON CATEGORY:**

- a. Small Business Person of the Year- Include **SBA Form 3301**, Small Business Person of the Year, available online <https://www.sba.gov/nsbw>.
- b. Small Business Exporter of the Year- Include **SBA Form 3302**, Small Business Exporter of the Year, available online <https://www.sba.gov/nsbw>.
- c. Young Entrepreneur of the Year, Family Owned Small Business, and Entrepreneurial Success- Include **SBA Form 3315**, District Office Award, available online <https://www.sba.gov/tx/houston>.

- 3) The nominee’s financial performance in the following format:

**NOTE: Chart is included in Form 3301 & Form 3302; for Form 3315 include in Question #12.**

Financial Summary			
Year	2015	2016	2017
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			

- 4) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.
- 5) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi; photocopies are not acceptable. For “team” nominations, a group photo is acceptable.



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### III. Champion Award Criteria

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#### *Financial Services Champion of the Year*

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An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

1. **Outside of regular business duties**, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Measurable accomplishments through the advocacy efforts of the financial services or accounting industries to advance small business interests.

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#### *Minority Small Business Champion of the Year*

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An individual who assists minorities with small business ownership and success may be nominated. Nominees may or may not be small business owners.

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Volunteer efforts to provide professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

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#### *Home-Based Business Champion of the Year*

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An individual who assists home-based businesses may be nominated. Nominees may or may not be current small business owners.

1. Volunteer efforts to improve the conditions for home-based businesses.
2. Entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.



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### ***Veteran Small Business Champion of the Year***

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An individual who assists veterans with small business ownership and success may be nominated. Nominees may or may not be small business owners or veterans.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

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### ***Women in Business Champion of the Year***

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An individual who assists women with small business ownership and success may be nominated. Nominees may or may not be small business owners.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

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### ***Small Business Journalist of the Year***

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Any journalist representing television, radio, electronic or print media may be nominated.

1. Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
2. Contribution of news, feature stories, editorials, columns and commentary that highlight and analyze small business issues.
3. Voluntary community service aimed at enhancing small business opportunity and growth.
4. Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.



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## IV. What is Included in a Small Business Champion Nomination?

Incomplete nomination packages will not be considered... so be sure to complete everything!

A complete nomination package will include:

- 1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) which is available online <https://www.sba.gov/nsbw>. For “team” nominations, a background form is required for each team member.
- 2) A completed nomination form (**SBA Form 3315, District Office Award**) which is available online <https://www.sba.gov/tx/houston>. **ONLY answer questions: #1, 2, 3, 8, 13, 14, and 15.**
- 3) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination **to support the evaluation/selection criteria** listed above (supporting documentation must not exceed 10 pages). Videos will not be considered.
- 4) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi; photocopies are not acceptable. For “team” nominations, a photo is required for each team member.



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## V. Important Additional Information

### Where/When to Submit:

By January 9th by mail or in-person to (*Electronic nominations are not accepted, sorry!*):

SBA Houston District Office  
ATTN: SBWA Coordinator  
8701 S. Gessner, Ste. 1200  
Houston, TX 77074

### How are the Winners Chosen?

The winners will be selected at the district level by a panel of judges. District winners will be announced during National Small Business Week.

### Learn to Submit a Winning Nomination!

To learn how to submit award winning nominations visit:

<https://www.sba.gov/blogs/how-submit-winning-national-small-business-week-award-nomination>

### Who is eligible to be nominated?

The nominee must be an individual who owns and operates, or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks.

The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process. All nominees will be subject to background checks. Adverse information obtained through the background check, including compliance with Federal civil rights laws, may result in disqualification by SBA. Individuals or teams may not be nominated for more than one National Small Business Week 2019 award category. Winners at any level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification. SBA employees may solicit nominations, but they cannot submit nomination on behalf of the nominee.

*All SBA programs and services are provided on a nondiscriminatory basis.*

### Need More Info?

Please contact: **Charles Abell** at [Charles.Abell@sba.gov](mailto:Charles.Abell@sba.gov) or 713-773-6512.

Visit: [www.sba.gov/nsbw](http://www.sba.gov/nsbw) for complete guidelines and forms needed.



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